

Title V Compliance Certifications - Frequently Asked Questions

1. What is a Compliance Certification?

A Compliance Certification is an assessment of a facility's compliance with the terms and conditions of their Title V Federal Operating Permit, issued in accordance with Virginia State Air Pollution Control Board Regulations 9 VAC 5, Chapter 80. Terms and conditions that may be contained in the Title V permit include, but are not limited to, emissions limits, production limits, work practice standards, monitoring requirements, records keeping requirements, reporting requirements, and testing requirements.

2. What are "Certifiable Conditions"?

Certifiable conditions are permit conditions that require action by the source. Examples would include recordkeeping, monitoring, notifications, observations, inspections, calculations, process limitations and testing. Conditions that are included in a permit that only inform about underlying regulations such as property rights, Federal Enforceability, Severability and Duty to Comply, etc., are not certifiable unless the source has had to take action in reference to them.

3. When do I need to submit a Compliance Certification?

There are two types of Compliance Certifications, the Annual Compliance Certification and the Semi-Annual Monitoring Report.

Annual Compliance Certification (ACC) is required to be submitted on **March 1st** of each year, and covers the period from January 1 through December 31 of the previous year.

Semi-Annual Monitoring Report (SAMR) is required to be submitted every 6 months on **March 1st** and **September 1st** of each year.

**Please note. Some Title V permits specify that the Annual Compliance Certification will be submitted within 60 days of the end of the 12 month period (or 6 month period for Semi-Annual Monitoring Reports) from the effective date of the permit. Make sure the reporting dates are the same as specified by the permit.*

4. Who needs to sign the Compliance Certification?

The Compliance Certifications **must** be signed by a "responsible official". Responsible Official is defined in Virginia Regulations as follows:

For a corporation:

- corporate officer
- other person in charge of a principal business function
- duly authorized representative for overall operation of a source (plant manager) if either:
 - 250 or greater persons employed or \$25 million or greater in sales or expenditures
 - delegation of authority approved in advance

For a partnership:

- a general partner

For a sole proprietorship:

- the proprietor

For a government agency:

- principal executive officer
- ranking elected official

5. Where do I get the certification forms?

The Virginia Department of Environmental Quality (DEQ) has developed a set of compliance certification forms. The forms can be found on the DEQ website at the following address: <http://www.deq.state.va.us/air/compliance/homepage.html>.

6. Who do I send the completed forms to?

The Annual Compliance Certification form **must** be sent to **both** EPA and DEQ.

The Semi-Annual Monitoring Report is only sent to DEQ.

For submittals to DEQ, use the address for the local Regional Office (listed in the Title V permit).

For EPA, the Annual Compliance Certification can be sent to the following address:

Clean Air Act Title V Compliance Certification (3AP00)
U.S. Environmental Protection Agency, Region III
1650 Arch Street
Philadelphia, PA 19103-2029

7. What if I still have questions?

For assistance in filling out any of the Compliance Certification forms, contact the Air Compliance Manager at the nearest Regional Office of DEQ.

